



# Elizabeth Michael

Engaging people since 1991

**FAX,  
EMAIL OR  
POST TO:**

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Website: [www.elizabethmichael.co.uk](http://www.elizabethmichael.co.uk)

**THIS FORM MUST BE COMPLETED  
IN FULL BEFORE PAYMENT IS MADE**

## **1** TO BE FILLED IN BY TEMPORARY FOR WORK WEEK ENDING FRIDAY .....

YOUR NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 WORK TEL. No. \_\_\_\_\_ Ext. \_\_\_\_\_  
 SIGNATURE \_\_\_\_\_

	MORNING	AFTERNOON	TOTAL
SATURDAY			
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
<b>TOTAL</b>			

## **2** TO BE FILLED IN BY CLIENT FOR WEEK ENDING .....

NAME OF COMPANY \_\_\_\_\_  
 LOCATION \_\_\_\_\_  
 INVOICE ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 TEL. No. \_\_\_\_\_ Ext. \_\_\_\_\_

I certify the above hours are a correct record and I accept the terms and conditions for the Introduction of Temporary Staff as detailed in the Elizabeth Michael Terms of Business which may be viewed on the Elizabeth Michael website at [www.elizabethmichael.co.uk](http://www.elizabethmichael.co.uk)

SIGNATURE \_\_\_\_\_  
 PRINTED NAME \_\_\_\_\_  
 POSITION IN COMPANY \_\_\_\_\_

PLEASE NOTE: WOULD YOU KINDLY ENSURE THAT YOUR SIGNED TIMESHEET REACHES US NO LATER THAN 10AM ON THE MONDAY FOLLOWING THE WEEK WORKED. TIME SHEETS RECEIVED AFTER THIS TIME WILL BE PROCESSED WITH THE NEXT AVAILABLE PAYROLL.